

KMS

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Reports - 1  
July - Dec 58

Chief, Management Staff

11 July 1958

Acting Chief, Records Management Staff

Weekly Report for Week Ending 9 July 1958

1. Contributions

a. Tangible

(1) Received 307 cu. ft. of inactive records at the Records Center, 115 cu. ft. more than the weekly average since 1 January. Disposed of 93 cu. ft. compared with the average weekly disposition rate of 204 cu. ft.

(2) Approved and designed four new and two revised forms.

b. Intangible

(1) Assisted the OCR Area Records Officer with his first meeting of OCR Division Records Officers. This was the initial step to intensify the OCR program. We are also working with him on a directive covering the OCR Records Management Program.

2. Assignments - Active

a. Forms in Process - Four new and 23 revised forms are in process.

b. Forms Management Survey, Printing Services Division.

25X1C4a

c. Reduction in [REDACTED] Requirements for Forms - The major portion of Mr. [REDACTED] time is being directed to this project. A review of the 426 forms involved revealed that all but 34 can be reproduced overseas. Also, 50 forms have been reclassified to headquarters [REDACTED]

25X1A9a

25X1A6a

[REDACTED] use only, two have been obsolete, and 36 referred to Security and [REDACTED] to determine shipment method. Two hundred and eighty forms are yet to be studied.

25X1A6a

25X1A8a

d. Revision of Travel Order Form - Director of Personnel approved the revision. Approvals by the Director of Logistics and the Comptroller are pending.

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25X1A8a

- e. Revision of Chain Envelope and Courier Receipt -  
Comments on the envelope are being gathered by the [REDACTED] from his people.
- f. Audit of OCN Schedule.
- g. Subject-Numeric Files Installations.
  - (1) OSI.
  - (2) Personnel Procurement Division, OP - Trained two Specialized Recruitment Branch secretaries in maintaining the filing system. Retired two cubic feet of inactive records and destroyed four cubic feet.
- h. Office of Logistics/Security Staff Card Index.
- i. Shelf File Installations
  - (1) Medical Staff
  - (2) Acquisitions Branch Library/OCN.
  - (3) Map Library Division/OCN.
  - (4) OP Official Personnel and Applicant Files.
  - (5) Office of Security.
- j. File Clean-Up Campaign.
- k. Suggestion Awards Staff Subject-File Index - Revision of the index is continuing in collaboration with Mr. [REDACTED] (JOF).

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25X1A2g

1. Assignments - Inactive
  - a. Budget Office/OC Files Survey.
  - b. Machine Records Division Files Survey
  - c. Document Division Sorting Bank.

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4. News

- a. No date has been set for final inspection and acceptance of the Records Center addition.
- b. Mr. [REDACTED] Office of Personnel Records Officer, has been selected for EIP training. Mrs. [REDACTED] will be his replacement.

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25X1A9a

[REDACTED]  
25X1A9a

Distribution:  
Original - addressee

25X1A9a

25X1A9a

Mgt/S/RMS [REDACTED] (11 July 58)